



Web Enabled Safety System



WESS **Module 2A**

How To **Access &** **Set Up An** **Account**



Access To WESS

www.safetycenter.navy.mil

Access the internet via Internet Explorer 5.5 (or Higher) only.

Enter the Safety Center website.

In the left menu list, click on "WESS -Online Reporting."

The screenshot shows the Naval Safety Center website. At the top is a navigation bar with links: Checklists | Downloads | Instructions | Presentations | Site Map | Search. Below this is a secondary bar with: Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics. The main content area is divided into several sections. On the left is a 'Top Pages' section with a search box and a list of links including 'Photo of the Week', 'WESS - Online Reporting', '1,001 Success Stories', '2004 Safety Planner', 'Acquisition Safety', '50% Mishap Reduction', 'Exec. Safety Summary', 'Newsroom & Press Kit', 'N/MC Safety Council', 'Risk Management (ORM)', 'Safetyline eNewsletter', 'SafeTips', 'Spring Resources', 'Traffic Safety Toolbox', and 'What's New on our Site'. Below this is a 'Magazines' section with links for 'Approach' (Mar-Apr 2004), 'Sea&Shore' (Spring 2004), 'Mech' (Winter 2003), and 'Ground Warrior'. The central 'Safety in the Spotlight...' section features an article titled 'Shore Fire Departments Adjusting to National Fire Reporting System' with a sub-headline 'NFIRS National Fire Reporting System' and a photo of a firefighter. The article text begins with 'So just what is NFIRS and what can it do for emergency personnel?' and includes a 'More >>' link. Below this is a 'News & Articles' section with a 'Previous News >>' link and three featured articles: 'Hot! Sea&Shore Magazine Story Contest', 'Training Pays Off', and 'Motorcycle Safety'. The right side of the page has three vertical menu sections: 'Shore Safety' (Explosives/Ordnance, Fire Data Analysis, High Risk Training, Motor Vehicle, Recreation, Tactical), 'Aviation Safety' (Aeromedical, BASH, Data Analysis, Maintenance, Operations), and 'Afloat Safety' (Diving, Submarine, Surface Warfare). At the bottom right are 'Occ. Safety & Health' (Civilian Communities, Lost Work Day Data, Ergonomics, Shore OSH, Afloat OSH, Ground/Marine OSH) and 'Marine Corps Safety' (Marine Safety Division, Marine Corps Instructions, Ground Warrior Magazine). A 'Services' section with a 'Site Map >>' link is at the bottom left of the main content area.

Naval Safety Center

Checklists | Downloads | Instructions | Presentations | Site Map | Search

Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics

Safety in the Spotlight...

Shore Fire Departments Adjusting to National Fire Reporting System

So just what is NFIRS and what can it do for emergency personnel?

NFIRS National Fire Reporting System

Shore Safety

- Explosives/Ordnance
- Fire Data Analysis
- High Risk Training
- Motor Vehicle
- Recreation
- Tactical

Aviation Safety

- Aeromedical
- BASH
- Data Analysis
- Maintenance
- Operations

Afloat Safety

- Diving
- Submarine
- Surface Warfare

Occ. Safety & Health

- Civilian Communities
- Lost Work Day Data
- Ergonomics
- Shore OSH
- Afloat OSH
- Ground/Marine OSH

Marine Corps Safety

- Marine Safety Division
- Marine Corps Instructions
- Ground Warrior Magazine

News & Articles

Previous News >>

- Hot! Sea&Shore Magazine Story Contest** - Here's your chance to contribute to our new magazine.
- Training Pays Off** - Countless training flights pay off when weather turns hazy and crew has to rely of their training to make a tough landing.
- Motorcycle Safety** - A message sent by COMNAVSURFOR San Diego that should be read by everyone who rides a motorcycle, on or off-duty.
- 'Nightdippers' Celebrate 10 Years of ORM Excellence**
- Pearl Harbor- No Restraints on Curbing Traffic Safety**


Services

Site Map >>



WESS Initial Login Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities

User Name


Password

Login

[Request New Account](#)


[Reset/Forgot Password](#)

WESS Version # 2.2.1



**Web Enabled
Safety System**

WESS



US DEPARTMENT OF DEFENSE WARNING STATEMENT

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564) during normal business hours, M-F, 0800 to 1630 EST/EDT.

Click on "Request New Account" to open the Registration Form.

The next screen to appear will be the Initial WESS System Login Screen.


New Users:
Click "Request New Account"

Current Users:
Enter User Name and Password

Need Password Hints? Click on "Forgot WESS Password"



WESS Terms and Conditions



WESS
Naval Safety Center

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account - Usage Terms and Conditions

▶ Help

TERMS AND CONDITIONS FOR WESS ACCOUNT REQUEST

Ref: (a) OPNAVINST 5239.1A
(b) SECNAVINST 5239.2
(c) COMNAVSAFECENINST 5239.1D
(d) SECNAVINST 5720.47 dtd 7/99

1. When accessing the Naval Safety Center's WESS system, I understand it is **MANDATORY** that I use all Information System (IS) **EQUIPMENT and SOFTWARE** in accordance with the above references, current copyright laws, and IS security guidelines established by the Department of Defense.

2. Passwords issued to individuals are unique identifiers of that individual's authority and privilege. The individual's assigned password will be the only allowable method of entering the AIS network through remote terminals. An individual's password is critical and must be protected by the individual who has the responsibility and the obligation to maintain his/her password integrity.

3. You are required to change your password after initial login and every ninety days thereafter. The rules for changing your password at initial login will be displayed when you select the 'Change Login Password' option on the first WESS menu.

4. Compromise or suspected compromise of a given password must be reported to the Information Assurance Manager (IAM) or Information Assurance Officer (IAO). The compromised password must be changed as soon as possible using the 'Change Password' option.

5. The information contained in this site is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.

Response

☒ Accept ☐ Decline

* Indicates required field must be entered before proceeding to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Submit


The Terms and Conditions for Access will appear. The regulations are outlined and rules regarding Passwords and Security, and the information needed to apply for an account.

Read the Usage Terms and then Click the "Accept" bubble and "Submit" to open the Registration Form.



WESS User Registration Form

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **Request New User Account** [Help](#)

Activities
[Return Home](#)

NOTE: Account requests will normally be processed by the end of the next business day (Monday - Friday).

[How do I request an account?](#)

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *

Office Code

Official Mailing Address:

Address 1 *

Address 2

City

State

Country *

Postal Code (or Zip Code)

After accepting the Terms and Conditions, the New User Account Registration Form will appear.

Enter the User Information requested on the Registration Form. Mandatory entry fields are marked with an asterisk.

Scroll down to continue



User Registration Form (Continued)

Official Email Address *

Confirm Email Address *

Telephone (include Area Code) *

DSN

Request Justification *

Challenge Question *

Challenge Answer *

Request WESS Disclosure * ☐ Yes ☒ No

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

At the bottom, select a "Challenge" Question from the drop down bar, and enter the answer that you will remember.

Click the button to indicate whether you need CD-ROM capability (e.g, Ships)

Click "Next"



User Registration – WESS-DS

WESS-DS Disconnected System CD-ROMs

WESS-DS is a MS Access database application which allows ships and field units, either lacking or having difficulty accessing real-time Internet capability, to enter and transmit reports to the Safety Center via E-mail attachments. An accurate mailing address on the registration form is essential to ensure receipt of the CD-ROM. WESS-DS can also be downloaded from the Safety Center's web site.

Request WESS Disconnected System CD (CD's are Limited to Fleet and Field Units Who Lack Internet Access.) *

☐ Yes
☒ No



* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Indicate
whether you
need CD-
ROM
capability
(e.g, Ships)
Click Next



Unit Identification Code

afety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Command UIC

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

* Indicates required field. must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next enter the Numeric Command Code or a complete or partial activity name, Acronym or PLAD and Click on "Search".



User Command Search By UIC

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

◉ NAVAL SAFETY CENTER NORFOLK VA - N63393

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

WESS will search
for the
information you
entered and
compile a list of
corresponding
Command
Names or
UIC/MCC/RUCs.

Click on the
bubble adjacent
to your selection,
and

Click "Next"

UIC Search By Command Name or Fragment

Search Tip: The asterisk (*) Wild Card is Useful when searching by text. Note that “Naval Center” locates only commands having those exact words in sequence, e.g. “Naval Center for Excellence”.

“Naval*Center” locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval Safety Center, etc.

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

- ☐ NAVAL DISTRICT WASHINGTON PUBLIC SAFETY - N33355
- ☐ NAVAL ORDNANCE SAFETY & SECURITY INDIAN HEAD - N68963
- ☐ NAVAL SAFETY CENTER NAS - MM3253530
- ☒ NAVAL SAFETY CENTER NORFOLK VA - N63393
- ☐ NR NAVAL SAFETY CENTER NAVAL AIR RESERVE - N83760

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

Click “Next”

Account Request Summary

Request New User Account Summary

An email requesting email address verification will be sent to you. Once you have verified your email address, your request will be forwarded to your Safety Authority for approval. Once your Safety Authority approves the request, you will receive a confirmation email message from the WESS Administrator. This will provide a unique user id and temporary password. The email will also include system access instructions. Account requests will normally be processed by the end of the next business day (Monday - Friday).

First Name *: Izzy

Middle Name: Un

Last Name *: Safey

Rate/Rank *: GS-15

Position Title *: OSH Specialist

Office Code: 20

Command Name *: NAVAL SAFETY CENTER NORFOLK VA N63393

Address 1 *: Naval Station

Address 2: 1 Cold Iron Way

City: Anywhere

State: CF

Country *: USA

Postal Code (or Zip Code): 99999-0000

Official Email Address *: izzy.safe@navy.mil

Telephone (include Area Code) *: 800-555-1212

DSN: 999-1212

Request Justification *: Injury & Illness Reporting & Recordkeeping

Challenge Question *: What is your pet's name?

Challenge Answer *: Fido

Request WESS Disconnected System CD *: No

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

The Application Form is now complete and a Summary of the User Information is Displayed.

If any of the Data was Entered incorrectly, go Back and Correct it.

Then Click "Continue".



Email Verification Notice

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: WESS Account Request - Do Not Reply

Sent: Mon 5/10/2004 11:18 AM



DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399



From: Naval Safety Center, Norfolk

To: "User Name"

Subject: WESS Account Request Confirmation

The Naval Safety Center has received your request for a WESS account. Your request will be routed through the approval chain. Charles, we will notify you when your account has been established. **Please click the following link to verify your e-mail address:**

[Confirm Email](#)

Please note that your account request will not be processed until you verify your e-mail address.

The Naval Safety Center
WESS Administrator

WESS will begin to process your account request. You may close your web browser now, if you wish.

You will first receive an Email to your Outlook Email Address asking you to confirm that the Email Address is Correct.

Click "Confirm Email" and an automated reply will be sent.



Email Address Verification

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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[Return Home](#)

Please select the Verify Button to continue.

First Name: Izzy

Last Name: Safey

Official Email Address : charles.kiriakou@navy.mil

* Indicates required field must be entered before moving to next page.
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Help](#)

Clicking the confirm email link opens your web browser and The WESS Email Verification screen will appear.

If the address shown is correct,

Click "Verify".

Thank You For Your Account Request

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: Email confirmed for Charles Almond - Do Not Reply

Sent: Mon 5/10/2004 11:21



DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399



From: Naval Safety Center, Norfolk

To: "User Name"

Subject: E-mail Address Verified

Thank you for verifying your e-mail address. Your request has been forwarded to your safety authority, Charlie Kiriakou, at charles.kiriakou@navy.mil. After your safety authority approves the request, you will receive a confirmation e-mail containing the status of your account request.

Thank You,

The Naval Safety Center
WESS Administrator

WESS will receive the Email Verification Notice and will send Confirmation that the Request has been forwarded to Your Activity Safety Authority for Approval.

You may close your Browser and the WESS site at this time and await further Email Notification.



Command Approval Notice

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc: Kiriakou, Charles M. CIV NAVSAFECEN 50B
Subject: WESS Account Request Status - Do Not Reply

Sent: Mon 5/10/2004 11:40 AM

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

To: "User Name"

Subject: Wess Account Request

Your safety authority has approved your request for a new WESS account. The request has been forwarded to the WESS administrator for final approval and account creation. Charles, you will receive an e-mail message at charles.almond@navy.mil after the account is created.

The Naval Safety Center
WESS Administrator

Once your Command Safety Authority approves your request, WESS will send another Status Notice to your Outlook Email account.

WESS will now establish your Account.



Your WESS Account Is Activated

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: WESS Information - Do Not Reply

Sent: Mon 5/10/2004 11:42 AM

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

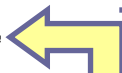
To: "User Name"

Subject: New WESS Account Created

The Naval Safety Center has created a WESS account for you. To access the account, please use the following user name and password:

User Name: **cmalmond**

Password: **g7pEY39XYBma92e**



Please note this is a temporary password and is not secure. You should change it as soon as possible.

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.

Then, Log in to WESS and Paste it
into the Password space.


Once WESS has established
your account, a Final Email
will be sent to you,
containing your new USER
NAME and a TEMPORARY
PASSWORD.

This Password will only
remain active for 14 days.
You may now log in to the
WESS system and you will
be prompted to
immediately change your
Password.



Initial Access to Your Account

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center



Activities

User Name

Password

[Request New Account](#)
[Forgot WESS Password](#)

WESS Test Version #: 1.1.6

 **Web Enabled Safety System** **WESS** 

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Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (D)

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.

Click on "Login" to Enter WESS.

To Log In to WESS for the
first time, enter your **USER
NAME** and your **TEMPORARY
PASSWORD**.

This Password will only
remain active for 14 days.

When you Log in to WESS,
you will be prompted to
immediately change your
Password.



Selecting a New Password

When the User Account Application is processed, the system will generate an Account Notification Form.

The Reply will indicate the USER ID and a Temporary Password, which must be changed to a Password of the User's choice within 24 Hours.

The New Password must have the following Characteristics:

- Must be at least 9 characters in length
- Must contain at least two Upper Case characters
- Must contain at least two Lower Case characters
- Must contain at least two Numeric characters, and
- Must contain at least two Special characters (e.g, *,@,\$ or &)



Your WESS Account Is Activated

Change Password for User Account L "User's Name"



Password may only be changed once within a 24-hour period.

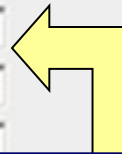
Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&*0_~\|/{}~":',.<.>^?]

Note: Once you have changed your password, you will be logged out for security purposes

Enter Old Password:

Enter New Password:

Verify New Password:



* Indicates
CAUTION

Submit

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.

Then, Log in to WESS and Paste it
into the Password space.

On your first successful
Login, WESS will prompt the
User to Change the
TEMPORARY PASSWORD.

Enter your TEMPORARY
PASSWORD, create and
confirm a New Password.

The Password must meet
the format required in the
New Account Notification.

Click "Submit"




Logging in to the WESS System

WESS will process your new password and return you to the Login Screen.

In the left frame, Enter your User Name & the New Password you selected, using the Tab key or clicking on the spaces.

Click on "Login".

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



Activities


User Name

Password

[Request New Account](#)


[Forgot WESS Password](#)

WESS Test Version #: 1.1.6



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Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)



More Modules

For information on Maintaining Your Account,

[Continue to Module 2-B.](#)

To learn about the Initial Class A/B Mishap Notification
process,

[Continue to Module 3](#)



[Back to Table of Contents](#)

